

CLOSE-OUT RECORD - MONITORING REPORT - FISCAL YEAR _____

Agency: _____

Closeout Task To Be Completed	Completion Date	Actual Date Completed	OHEP Director	Waiver Requests, Explanations, or Comments (Use Additional Pages if Needed)
Begin clearing of pending and awaiting cases				
Last Day for Receipt of Non-Utility MEAP Applications				
Meeting of all LAA OHEP Directors				
Final Payments to Non-Utility Fuel Suppliers				
Bulk suppliers letter mailed				
Fuel Consumption Survey Mailed to LAAS				
Last Day for Receipt of Regular Applications and First Copy of Closeout Record Sent to State Office				
DSSs Administrative Budgets Due				
Complete Shelter Payments and Submit Report				
Absolute Last Day for Receipt of MEAP and EUSP Utility Applications				
Submission of Audits				
Deadline for Non-Utility Energy Suppliers to Return the Signed Vendor Delivery Form(s) and Refunds				
Final Processing of Received Applications				

Closeout Task To Be Completed	Completion Date	Actual Date Completed	OHEP Director	Waiver Requests, Explanations, or Comments (Use Additional Pages if Needed)
Report on Delinquent Energy Suppliers				
Fuel Consumption Survey Due				
Joint Low Income Energy Conferences				
Final MEAP Benefit Expenditure Report W/ Check Due				
Send Final Copy of Closeout Record to OHEP State Office				
Approved DSS Administrative Budgets for Fiscal Year ____.				

Contact: _____

Phone: _____

Signature: _____

Date: _____

ATTACH ANY ADDITIONAL NOTES TO THIS DOCUMENT